

The Gateway to Southern California



City of Long Beach, California

CITY CLERK

THE COMMUNITY

Ideally located on the Pacific coast just south of Los Angeles and adjacent to Orange County, the City of Long Beach, California (population 462,257) is at once a Southern California seaside resort, an urban metropolis with a diverse economy, and a tapestry of small neighborhoods whose international cultures are woven into a tightly knit yet heterogeneous community.

Long Beach enjoys a quintessential Southern California climate that makes its abundance of cultural and recreational options appealing throughout the year. It boasts numerous beautiful parks, beaches, and open spaces, as well as The Long Beach Convention Center, Aquarium of the Pacific, Queen Mary, and the annual IndyCar Toyota Grand Prix of Long Beach. Along with a variety of other attractions that include two historic ranchos, three marinas, and five golf courses, the City's many offerings help to draw 6.5 million visitors a year.

The community's economy is further supported by a wide variety of industries including education, health and social services, manufacturing, retail trade, and professional services, among others. The City is also a hotbed for startup activity, education and ingenuity. Long Beach City College and California State University, Long Beach, which was named one of the nation's "Best Value" public colleges by the Princeton Review, are also located in the City. Serving the K-12 student population, the Long Beach Unified School District consistently attracts international recognition for increasing student achievement and public education best practices and consistently ranks in the Top 10 urban school districts in the country.

Committed to using technology to help deliver the best possible services, Long Beach has been named among the Top 10 "Digital City" in America for five consecutive years. The seventh largest city in California and one of the most diverse in the country, Long Beach offers its residents and visitors all the amenities of a large metropolis while maintaining a strong sense of community and cohesiveness throughout a wide variety of unique and desirable neighborhoods. Long Beach is known for being bike-friendly and was rated the 10th most walkable city in the nation in 2016.



CITY GOVERNMENT

Long Beach is a full-service Charter City governed by nine City Council members elected by district; the Mayor is elected at-large. Other elected officials include the City Attorney, City Auditor, and City Prosecutor. The Mayor and City Council are subject to a two-term limit allowing them to serve for a maximum of eight years. The City Council also appoints a City Manager to oversee the administration of 15 City departments, excluding those under the direction of a separately elected official, Board or Commission.

In addition to its traditional services, Long Beach maintains one of the world's busiest seaports, which serves as a leading gateway for international trade. The City has its own full-service commercial airport and is one of only three cities in California with its own Health Department. Long Beach also has its own Gas & Oil Department. The City is supported by an FY 2016-2017 total budget of \$2.68 billion with a General Fund budget of \$429.8 million and a staff of 6,200 full and part-time employees.

The City Council is committed to fulfilling its mission to continually improve the quality of life in Long Beach neighborhoods by ensuring public safety and supporting programs that encourage the public's health and well-being; by promoting quality housing developments, thereby improving home ownership opportunities for Long Beach residents; and by ensuring that the City grows "green" by creating appropriate environmental policies.

CITY CLERK DEPARTMENT

This is a unique position in the State of California in that the Long Beach City Clerk conducts municipal, college district, and school district elections involving as many as 290,000 registered voters and more than 300 voting precincts. Unlike many California cities wherein counties conduct all elections, the Long Beach City Clerk is the local elections official for the City and related districts. City elections are held every two years, on both citywide and/or electoral district basis. Long Beach utilizes a State-certified voting system (Hart InterCivic) and employs additional part-time election staff for each election cycle.



Supported by a team of 16.5 FTE, the City Clerk Department also provides legislative and administrative services to the City Council, Mayor, the City Manager's Office, and City departments. The City Clerk, or designee, attends all meetings of the City Council and maintains a full and accurate record of all Council proceedings and voting; administers all oaths or affirmations and takes affidavits pertaining to the affairs and business of the City; and serves as clerk of City Council, the standing committees of the Council, the Successor Agency and its Oversight Board, and other bodies as needed.

The City Clerk also facilitates the use of the legislative system when utilized by city departments, boards, commissions, and related staff. Utilizing modern legislative and records management technologies, the Department maintains certified records of all ordinances, resolutions, and contracts in accordance with the City Charter. It also certifies copies of official records and is the custodian of the Seal of the City. Further, the City Clerk coordinates the delivery of legislative technology/systems and other support services for the benefit of City Manager departments; and consults with the City Attorney, when necessary, relative to informal and formal opinions involving the interpretation and application of State Law, the City Charter, and the Municipal Code.

THE IDEAL CANDIDATE

Long Beach is seeking an industry leader who is known for being a champion of open and transparent government and being on the forefront of advancements in the field. The ideal candidate will be a flexible and responsive committed public servant who thrives in a dynamic fast-paced environment. The demonstrated ability to succeed in a large complex organization will be expected. A lifelong learner committed to continuous improvement, he/she will be an advocate for community engagement and contemporary best practices.

In addition to working closely with the City Council, the new City Clerk will join a cohesive team of City departments and managers who are dedicated to serving all City residents, voters, businesses, and visitors. The ideal candidate will be a responsive and confident leader with a history of working effectively with elected and

appointed officials. The ideal candidate will be known for his/her flawless integrity and possess a record of self-compliance with all laws associated with elections, campaign finance reporting, open meetings, and public records requests.

The ideal candidate will be an effective mentor who is energized by opportunities to grow and develop staff. A leader who is dedicated to excellence, he/she will have a reputation that serves to attract and retain outstanding talent. The proven ability to create and maintain a supportive, collegial and empowering culture that encourages new ideas and ongoing professional growth will be carefully assessed. A track record that reveals innovative tendencies and the willingness to take reasonable risks is desirable.

The individual selected will exhibit exceptional verbal and written communication skills. Superior interpersonal skills will be demonstrated through consistent relationship building and working collaboratively with internal and external customers.

The Long Beach City Clerk must display extensive familiarity with the California Elections Code along with relevant federal, state and local laws governing election administration. Recent experience with election administration is required. In addition, the ideal candidate will convey a sophisticated understanding of the California Brown Act; City Charter; City ordinances; as well as regulations and policies relating to the activity of a City Clerk's department. This individual will also display familiarity with public budgeting, and state-of-the-art information technology applicable to civic engagement and transparency. A history of embracing and implementing new technology is desirable.

A minimum of six years of responsible administrative and management experience in a large City or County Clerk department or municipality that includes service as a City Clerk, assistant department head, administrative officer or equivalent and a Bachelor's degree from an accredited college or university in public or business administration, or related field are required. Certification by the International Institute of Municipal Clerks or progress toward certification is strongly preferred. In accordance with the City's Language Access Policy, bilingual skills are desirable for positions that interact with the public.



COMPENSATION & BENEFITS

The base salary is open and DOQE. In addition, Long Beach offers an attractive benefits package that includes but is not limited to:

- **Retirement** – City offers CalPERS, coordinated with Social Security. Benefit is 2.5% @ 55 for classic members and 2% @ 62 for new members as defined by PEPPRA, subject to limitations set by PERS. Employee pays the employee portion.
- **Vacation** – Twelve (12) days after one year of service; 15 days after four years, six months of service; 20 days after 19.5 years of service.
- **Executive Leave** – Forty (40) hours per year.
- **Sick Leave** – One day (8 hours) earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits.
- **Holidays** – Nine (9) designated holidays per year, plus four (4) personal holidays to be used at the employee's discretion.
- **Transportation Allowance** – \$450 per month
- **Health Insurance** – Two plans are available: one HMO, and one PPO plan. The City pays major portion of the premium for employee and dependents depending on the health/dental plan selected.
- **Dental Insurance** – Two dental plans are available for employees and dependents.
- **Life Insurance** – City-paid term life insurance policy equal to three (3) times annual salary to a maximum of \$500,000.
- **Disability** – City-paid short-term and long-term disability insurance.
- **Management Physical** – Annual City-paid physical examination.
- **Deferred Compensation** – Available through ICMA Retirement Corporation.
- **Flexible Spending Accounts (FSA)** – Available for health and dependent care expenses.



APPLICATION & SELECTION PROCESS

The closing date for this recruitment is just prior to **midnight on Sunday, March 12, 2017**. To be considered for this opportunity, upload a cover letter, resume and list of six (6) professional references using the "Apply Now" feature at www.tbcrecruiting.com.



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Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by the consultants. Candidates deemed to be the best qualified will be invited to interview in Long Beach in April. A smaller group of candidates will be invited back for follow-up interviews and meetings. The City anticipates making an appointment in early spring following the completion of extensive background and reference checks. Please note that references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate impacted.



The City of Long Beach is an Equal Opportunity Employer and values diversity at all levels of the organization.

